

SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

Classification Title – Assistant Director

Date Posted – June 3, 2015

Pay Grade/Salary Range – Grade 17, \$3,908.94 (entry level) - \$5,178.72 (midpoint)

Agency – Military Affairs, Bluegrass Station Division

Work Location – 5751 Briar Hill Road, Building 18, Lexington, KY, Fayette County

Agency Comments – This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r)

General Job Duties – Provides administrative support services to the Director and is responsible for two major branches; performs the duties of the Director in his/her absence; responsible for two major branches (Building & Mechanical Maintenance Branch and Maintenance Support Branch); liaison between lessees and Bluegrass Station personnel to assure the needs of the customer are met while considering resources/limitations; coordinates resolution of potential problems; coordinates activities affecting Bluegrass Station with current tenants/local chambers of commerce, governmental and industrial development organizations, inter/intra agency task forces and committees; contact for inquiries regarding lease space at Bluegrass Station from other state agencies or the public; provides initial information on availability and suitability of space needed; attend meetings and coordinate activities with architects, contractors, engineers and other Bluegrass management personnel concerning capital construction projects; reviews division procedures and policies for accuracy and conformity and for ways and means to conserve resources and increase revenue; provides administrative and technical support to the Director and performs other duties of the Director in his/her absence.

Minimum Requirements – Education: Graduate of a college or university with a bachelor's degree.

Experience: Must have four years of administrative or management experience. Substitution Clause:

Education: A master's degree will substitute for one year of the required experience. Experience: Additional administrative, management or research experience will substitute for the required education on a year-for-year basis.

General Description of Benefits – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

How to Apply – Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

****Applicants will NOT apply online through the COS website**** (Job announcement is also viewable online on the Personnel Cabinet's NON MERIT website)

Personnel Cabinet's Non Merit website:

<https://careers.ky.gov/Pages/join-the-teamspecialnonmerit.aspx>

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

Contact Crystal Simpson, Department of Military Affairs at crystal.l.simpson10.nfg@mail.mil or 502-607-1541.

Application for Deadline – June 15, 2015